

BvL ARCHIVIO®



SEARCHING IN  
BvLARCHIVIO®





Easy and quick just like with Google. Every document is displayed in seconds on the monitor and made available for further processing. Multiple employees can simultaneously open the same document.

Open your browser on the computer and enter the relevant address for the archive. You will then see the user interface for the BvLArchivio® archive server.

Now enter the desired search terms just like with Google and click on "Search."

You do not require any training in order to search for documents and files in BvLArchivio®.

You can enter one or more search terms.



*Instead of reading this brochure, you can also view our 6-minute films.*  
**[www.BvLArchivio.com/Film1.html](http://www.BvLArchivio.com/Film1.html)**



## SEARCH IN ARCHIV

All relevant documents and files are displayed in chronological order in the hit list.

The most recent document is displayed at the very top and the oldest right at the bottom. Now click on the desired line in the hit list. For example, select an archived invoice from the list.

It is also possible for you to ask a colleague to look at the invoice simultaneously. Multiple employees can of course simultaneously view an archived document without being in the same location.

You can further limit the hit list by entering multiple search terms. The more search terms you enter, the more precise your hit list of possible documents and files will be.

http://62.116.179.221/RNVL/E ARCHIVIO 1 / ACCOUNTS / 62.116.179.221

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing



**INVOICE**  
INVOICE#  
**160577**

BvL.com GmbH  
Müllerstr. 138d  
13353 Berlin

06.01.12 Page 1 020205533160770 toni@bvl.com; romy.laffin@bvlarchivio.com  
delivery address

Quantity	Product ID Description	Input-Nr	UNIT PRICE EUR	LINETOTAL VAT	TOTAL AMOUNT
1	OKI 43381723 Trommleinheit cyan für ca. 20.000 Seiten	86594 A 77919 05.01.12	19,0%	34,50	34,50 6,56 41,06
1	OKI 43363412 Transportband	86595 A 77920 05.01.12	19,0%	58,50	58,50 11,12 69,62
VAT	19,00 %	93,00	17,68		
VAT	7,00 %	0,00	0,00	<b>SUBTOTAL</b>	<b>VAT</b>
VAT	0,00 %	0,00	0,00	<b>93,00</b>	<b>17,68</b>
					<b>TOTAL AMOUNT</b> <b>110,68</b>

Once you have clicked on the desired line in the hit list, the archived file will open. In our example, the scanned invoice will open as a PDF file. You can open every file saved in the archive in this way.

You have the ability to immediately provide information on the telephone because every invoice, every delivery note, every order, every contract, or every folder will be displayed on the monitor within a few seconds.

You can also directly forward this invoice by e-mail, directly print it out, or save it to your computer or a USB stick.

Whatever you plan to do with an archived document or an archived file, the original is permanently retained in an unchanged form on your archive server.

You can search in an archive based on a time period and all of the documents that were archived in this particular time period will be displayed.

It is also possible to search in an archive based on a combination of a particular time period and one or more search terms.

You can start a partial word search, wildcard search, or fuzzy search. Search for all entries containing your partial word at the start of the word or search for all entries containing your partial word anywhere in the word.

Instead of a search query, you can export the desired files from the archive server and save them to external storage media.

You can block certain users from searching for particular files or limit their search options to only include certain documents and files. Naturally, you can also block the export command. It is also possible to decide that only certain users are permitted to archive.

BvLArchivio® offers direct access to the archive to other software programs. This enables search queries to be automatically transferred to the BvLArchivio® server. The answers from the BvLArchivio® server can be integrated into other applications.

## SEARCH IN ARCHIV





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